

RECEIVING REPORT

IMPORTANT:

- * This form must be received in the payment office within 5 workdays of acceptance.
- * Acceptance must take place within 7 calendar days of delivery or completion of work unless a different inspection/ acceptance period is stated in the contract. Explain in block 8 if acceptance is longer than stated in the contract.
- * Invoices received must be time stamped to indicate the date of receipt.

SECTION 1 - CONTRACT IDENTIFICATION

1. NAME OF CONTRACTOR

2. PEGASYS DOCUMENT NUMBER

3. CONTRACT/PURCHASE ORDER NO.

SECTION 2 - DESCRIPTION OF GOODS AND/OR SERVICES

4A. ITEM NO.

4B. DESCRIPTION (*For services, also give dates of service*)

4C. QUANTITY

5. MAXIMUM PAYMENT
AMOUNT

6. LESS DEDUCTION(S) FOR
NONPERFORMANCE, ETC.
(*Explain in Item 8*)

7. MAXIMUM AMOUNT
APPROVED FOR PAYMENT
(*Item 5 less Item 6*)

8. REMARKS

SECTION 3 - CERTIFICATION(S)

9. TYPE OF DELIVERY (*Mark "X" in appropriate box*)

☐ A. FULL

☐ B. PARTIAL

☐ C. FINAL PARTIAL

10. CERTIFICATION

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN
RECEIVED ON (Date) AND ACCEPTED ON (Date)

A. NAME AND TITLE (*Type, print or stamp*)

B. CORRESPONDENCE SYMBOL

C. TELEPHONE NUMBER

E. SIGNATURE

F. DATE SIGNED

11. SECOND CERTIFICATION (*Optional*)

THIS IS TO CERTIFY THAT THE GOODS AND/OR SERVICES DESCRIBED HAVE
BEEN ACCEPTED.

A. NAME AND TITLE (*Type, print or stamp*)

B. CORRESPONDENCE SYMBOL

C. TELEPHONE NUMBER

E. SIGNATURE

F. DATE SIGNED